



BOARD POLICIES

DIVISION XIII. Business Services	POLICY NUMBER 13.02.00
CATEGORY 13.02.00 Contract Authorization	DATE Adopted: 08/2007 Revised: 04/2010, 09/2015 Reviewed: 04/2013, 01/2020

13.02.00 **CONTRACT AUTHORIZATION**

It shall be the responsibility of the President through the Vice President of Administrative Services or his/her designee to maintain all contractual agreements in the Administrative Services Division. All new contracts, renewals of contracts, and amendments to contracts are required to be signed for by the Vice President of Administrative Services or his/her designee. Any contract signed with an unauthorized signature will not be deemed binding unless approved in advance by the President through the Vice President of Administrative Services or his/her designee. Contracts include but are not limited to:

- Intergovernmental
- Leases
- Construction
- Professional Services
- Goods and Services
- Affiliation Agreements
- Utilities

Firms and/or individuals employed through said contract must follow the guidelines as set forth in the Board Nepotism Policy.